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MINUTES OF THE CIA CAREER COUNCIL

65th Meeting, Thursday, 25 May 1961, 2:00 p.m.
DCI Conference Room

Present: Emmett D. Echols, Chairman
Robert Amory, Jr., Member
Matthew Baird, Member
Richard Helms, Member
Lyman B. Kirkpatrick, Member
Lawrence K. White, Member
[redacted]

25X1

Lawrence R. Houston, General Counsel.
[redacted]

25X1

1. The minutes of the 63rd (14 November 1960) and the 64th (7 February 1961) meetings were approved as submitted.

2. The Chairman of the Career Council announced that [redacted] would serve as the Executive Secretary of the Council, subject to the approval of the Council.

[redacted]

25X1 4. The Agency's policy on retirement at age 62, currently stated in [redacted], was discussed at length. Mr. Houston reported on the procedures of the Agency Retirement Board, the progress made in encouraging retirement of personnel when eligible, and the varying standards applied in the three major components. The Council agreed:

a. That the retirement policy has been effective and should be continued, but there is a need for a clearer policy statement in a regulation. The draft regulation on retirement, now being reviewed by the Retirement Board, should contain a statement of the Agency's need for and objective in establishing the retirement policy. The policy should be flexible, but no mention should be made of compassionate reasons for extensions;

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b. That a letter should be sent to individuals five years in advance of their eligibility for retirement. These letters would be sent by the Executive Secretary of the Retirement Board directly to the individual with copies to his supervisor. A letter would also be sent to the individual's supervisor two years in advance of eligibility for retirement for necessary action of the supervisor; and

c. That no change in the Retirement Board membership should be made for at least a year, but approved in principle the rotation of one member a year, starting about 1 July 1962.

5. A brief report was given by the Director of Personnel on the status of pending actions under [redacted]. It was the consensus that consideration of an early retirement program for personnel in DDP would not be profitable at this time and, therefore, no priority action should be taken in this field. 25X1

XX 6. Agenda item 4, regarding priority personnel matters to be considered in the coming year, was introduced by the Director of Personnel. In the discussion which ensued, it was agreed that:

XX a. Action should be taken to firm up the Agency's objectives with regard to our career service program. A proposal was made that the members of the Council or their representatives spend several days at "Isolation" discussing the significance, objectives, and plans for furthering our career service system;

25X1

b. The Personnel Development Board should be activated immediately.

XXX [redacted]

c. A report on the fitness reporting system should be made to the Council. This report should include tabulations illustrating significant deviations in standards and practices; and

d. There was no justifiable basis for a review of the Agency's overtime policy by the Council at present, but the Agency should continue to strive for greater uniformity of application of the principles stated in the present policy.

7. The meeting adjourned at 3:30 p.m.

[redacted] 25X1

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